



**South Carolina Department of Health
and Environmental Control**

**Division of Procurement Services
Invitation for Bid
Amendment - 1**

Solicitation No.: IFB-29569-09/28/2006-JCJ

Date Issued: 09/06/2006 *[Signature]*

Procurement Officer: James C. Jackson

Phone No.: 803-898-3472

E-mail Address: jacksojc@dhec.sc.gov

DESCRIPTION: Contract To Provide Record Storage, Retrieval, and Distribution Services

The Term "Offer" Means Your "Bid" or "Proposal"

SUBMIT OFFER BY (Opening Date/Time): 28 Sep 2006 2:30 pm E.T.

See provision entitled "Deadline For Submission Of Offer"

NUMBER OF COPIES TO BE SUBMITTED: One (1) original

QUESTIONS MUST BE RECEIVED BY: 18 Sep 2006

5:00 p.m. ET

See provision entitled "Questions From Offerors"

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:	PHYSICAL ADDRESS:
SC DHEC Division of Procurement Services Bureau of Business Management 2600 Bull Street Columbia, S.C. 29201	SC DHEC Division of Procurement Services Bureau of Business Management 2600 Bull Street, Room 1200 – Aycock Bldg. Columbia, S. C. 29201

Offers Must Be Sealed: See provision entitled "Submitting Your Offer"

**AWARD &
AMENDMENTS**

Award will be posted on **06 Oct 2006**. The award, this solicitation, and any amendments will be posted at the following web address: <http://www.scdhec.net/procurement>.

You must submit a signed copy of this form with your offer. By submitting a bid or proposal, you agree to be bound by the terms of the solicitation. You agree to hold your offer open for a minimum of thirty (30) calendar days after the opening date.

NAME OF OFFEROR (Full legal name of business submitting the offer)		OFFEROR'S TYPE OF ENTITY: (Check one) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (tax-exempt) <input type="checkbox"/> Corporate entity (not tax-exempt) <input type="checkbox"/> Government entity (federal, state, or local) <input type="checkbox"/> Other
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)		
TITLE (Business title of person signing above)		
PRINTED NAME (Printed name of person signing above)	DATE	
(See provision entitled "Signing Your Offer")		

Instructions regarding offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, *i.e.*, a separate corporation, partnership, sole proprietorship, etc.

OFFEROR'S HOME OFFICE ADDRESS (Address for the offeror's **principal place of business**)

CITY	STATE	ZIP CODE
PHONE	FACSIMILE	E-MAIL
STATE OF INCORPORATION (If offeror is a corporation, identify the state of Incorporation)		
TAXPAYER IDENTIFICATION NO. (See provision entitled Taxpayer Identification Number)		

Amendment No. One**DHEC Solicitation No.: IFB-29569-09/28/2006-JCJ** 

Acknowledge receipt of this amendment prior to date and time specified in the solicitation, or as amended, by one of the following methods: (A) by signed and returning one copy of this amendment with your bid; (B) by acknowledging receipt of this amendment on each copy of the offer submitted; or (C) by separate letter or telegram which includes a reference to the solicitation and amendment number(s). Failure of your acknowledgement to be received at the issuing office prior to date and time specified may result in rejection of your offer. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or telegram, provided such letter or telegram makes reference to the solicitation and this amendment and is received prior to date and time specified.

Vendor Question: The subject solicitation states that the storage facility must be located within the Region (7) Health District. I see where Charleston, Berkeley, and Dorchester counties are listed as counties within the Region (7) Health District. Are there more counties included in this Region, and if so, can you please identify them?

DHEC Response: Region (7) consists of only Charleston, Berkeley, and Dorchester counties.

Vendor Question: The subject solicitation states that the storage facility must be located within the Region (7) Health District. Would a storage location being in W. Columbia and the locations serviced daily out of Columbia be a problem?

DHEC Response: It would not be a problem being located outside the Region (7) Health District, as long as the successful vendor meets all the other requirements as outlined within the solicitation.

Vendor Question: Could the Invitation for Bid clearly address the delivery and pick up of the files and or boxes to and from the successful vendor.

DHEC Response: See new Bidding Schedule/ Cost Proposal and Optional Costs below.

VIII. Bidding Schedule / Cost Proposal

TAXES: Prices are to be exclusive of all sales, use, and like taxes.

ITEM 1 600 cubic feet. Records Receiving including use of vendor courier services . See # 1 of Specific Program Requirements .

Unit Price Per Cubic Foot \$ _____ Total Price: \$ _____

ITEM 2 3500 cubic feet. Storage of records for one (1) month. See # 2 of Specific Program Requirements Conditions.

Unit Price Per Cubic Foot per month: \$ _____ Total Price for one month: \$ _____

ITEM 3 50 Accessing records for pick up or delivery.
See # 3 of Specific program Requirements.

Unit Price Per Record (Where a record is a Cubic Foot OR file): \$ _____ Total Price per Record: \$ _____

Amendment No. One**DHEC Solicitation No.: IFB-29569-09/28/2006-JCJ****ITEM 4** 50 Vendor courier service charge to deliver or pick up records

Unit Price Per Record (Where a record is a Cubic Foot OR file): \$ _____ Total Price per Record: \$ _____

ITEM 5 50 Re-filing of accessed records from pick up or return by DHEC personnel
see # 3 of Specific Program Requirements.

Unit Price Per Record (Where a record is a Cubic Foot OR file): \$ _____ Total Price per Record: \$ _____

ITEM 6 3500 cubic feet. Permanent records withdrawal from contractor's storage facility and
delivery to DHEC Region Seven (7) Offices or storage site within Charleston, Berkeley, or Dorchester County.

Unit Price Per Cubic Foot \$ _____ Total Price: \$ _____

Type of Bond Security _____**TOTAL BID PRICE, ALL ITEMS:** _____**OPTIONS:** Items listed below are options DHEC reserves the right to use:**ITEM 1** 600 cubic feet. Records Receiving with DHEC personnel transporting records to
contractor's facility.

See # 1 of Specific Program Requirements.

Unit Price Per Cubic Foot: \$ _____ Total Price: \$ _____

ITEM 2 50 Accessing records using DHEC personnel at contractor's storage facility.
See # 3 of Specific Program Requirements.

Unit Price Per Record (Where a record is a Cubic Foot OR file): \$ _____ Total Price per Record: \$ _____

ITEM 3 50 Re-filing of records at contractor's storage facility using DHEC personnel.
See # 3 of Specific Program Requirements

Unit Price Per Record (Where a record is a Cubic Foot OR file): \$ _____ Total Price per Record: \$ _____

ITEM 4 Cost to dispose of records by shredding and then recycling:

\$ _____ per 100 lbs.

ITEM 5 Cost to dispose of records by recycling:

\$ _____ per 100 lbs.

ITEM 6 3500 cubic feet. Permanent records withdrawal from contractor's storage facility with
DHEC personnel picking up records from storage facility.

Unit Price Per Cubic Foot \$ _____ Total Price: \$ _____

* The quantities in items 3 and 4 of the bidding schedule are for evaluation purposes only. It is possible that more
than one cart or cubic foot would be needed at that one call.